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26 JUL 1982

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MEMORANDUM FOR:

[redacted]  
Contracting Officer  
Directorate of Intelligence

FROM:

Daniel C. King  
Director of Logistics

SUBJECT:

Delegation of Contracting Authority to the  
Contracting Officer for the Directorate of  
Intelligence (Formerly Known as National Foreign  
Assessment Center) [redacted]

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REFERENCE:

Memo to [redacted] CO/NFAC, from D/L,  
dated 26 June 1981, same subject

1. This delegation of contracting authority supersedes the reference. As contracting officer for the Directorate of Intelligence, you are authorized to negotiate, execute, administer, and settle contracts for:

a. Research, development, external analysis, and engineering services.

b. Prototype or first follow-on production units of equipment previously developed, when it can be reasonably demonstrated that adequate specifications or manufacturing drawings are not available to permit competitive procurement from other than the contractor who developed the equipment.

c. System development programs and other specified types of contractual actions as authorized and documented by the Director of Logistics.

d. With the approval of the Director of Logistics, you are also authorized to negotiate contracts for the Office of the Director of Central Intelligence. [redacted]

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2. You are authorized to redelegate this contracting authority during your official absence to your deputy or other appropriate knowledgeable procurement official as may be approved by the undersigned, subject, however, to such limitations that you or the undersigned may consider appropriate. Administrative contracting authority may be redelegated to those procurement

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officers approved by the undersigned, provided, however, such administrative contracting authority shall not include the authority to execute changes or amendments to contracts involving increase or decrease in funds, or increase or decrease in the scope of work of the contract.

3. As a condition precedent to the exercise of the above contracting officer authority, review by the Agency Contract Review Board and approval by the Director of Logistics shall be obtained for the following proposed contract actions, except that the Director of Logistics or his designee may, from time to time, exempt specific contracts or classes of contracts from such review:

a. All proposed contracts and amendments individually exceeding  in value.

b. Overrun amendments exceeding  and also exceeding 25 percent of the original estimated cost of the contract.

c. Solicitation of proposals or contract discussions for procurements expected to total \$500,000 and planned on a sole-source basis.

4. Referrals to the Agency Contract Review Board: You may submit proposed contracts or amendments to the Agency Contract Review Board regardless of amount when, in your judgment, the action involves or might involve controversial or policy matters of such significance that prior Board review would serve the best interests of the Agency.

5. Referrals to the Procurement Division, Office of Logistics: The Chief, Procurement Division, Office of Logistics, shall be responsible for presenting to the Agency Contract Review Board those Directorate of Intelligence procurement requests forwarded to the Procurement Division for action. In such cases, you may act as precontract procurement advisor to the Directorate of Intelligence Technical Officer, when so requested by that office. You may also serve in a liaison capacity to the Chief, Procurement Division, Office of Logistics.

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7. Referrals by the Director of Logistics: Primary procurement responsibility for the procurement requirements of each directorate resides with those directorate contracting officers specifically authorized to exercise contracting authority by the Director of Logistics in accordance with written delegations. Notwithstanding the primary responsibility of each directorate contracting officer, however, the Director of Logistics may transfer procurement responsibility between contracting officers in specific cases when the best interests of the Agency would be served thereby. Such transfers will normally consider the following factors:

a. The Procurement Division, Office of Logistics, is charged with the responsibility for the procurement of all Agency-required production and supply-type equipment and supplies including first follow-on production. The Procurement Division, Office of Logistics, will, therefore, normally undertake such procurements except as noted in paragraphs 1b and 1c.

b. The Procurement Division, Office of Logistics, is charged with primary responsibility for service contracts for maintenance, repair, modification, and spare parts for all Agency equipment common to the use of two or more directorates or major offices thereof, including associated field engineering and technical representative services.

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c. The Procurement Division, Office of Logistics, is charged with the responsibility for the procurement of automatic data processing equipment, software, and related services.

d. The contracting team concept contemplates that the contracting officer, technical officer, security officer, and auditor will be so integrated into the technical directorate as to best serve directorate requirements. The directorate contracting team will, therefore, automatically support the requirements of its directorate except for those classes of procurement actions described in paragraphs a, b, and c, above, or when special circumstances justify alternate courses of action. Such circumstances might include:

(1) Unusual security requirements which dictate that only one contracting officer represent the Agency for all directorates in a given case.

(2) Unusual business circumstances suggesting that the directorate contracting officer having the predominant interest in a particular contractor should represent one or more directorates in the contracting effort under consideration.

25X1 (3) A joint procurement funded by two or more directorates, but technically monitored by one directorate.

25X1 8. Referrals by the Directorate Contracting Officer: When circumstances exist which dictate that a particular procurement could be more effectively accomplished by a contracting officer other than yourself, you may transfer such procurement action with the consent of the other directorate contracting officer.

/s/ Daniel C. King

Daniel C. King

CONCUR:

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Chief, Logistics & Procurement Law  
Division

16 JUL 1982

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Date

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